

GRANTSVILLE CITY MINOR SUBDIVISION CHECKLIST

Please consider the following information before submitting a minor subdivision application:

- 1) An application for a minor subdivision may be submitted to the zoning administrator by appointment only, and;
- 2) A minor subdivision shall not:
 - Have more than four (4) lots total, nor
 - Include the construction and dedication of new infrastructure, unless approved by the planning commission and city council;
 - Be a part, phase, or undeveloped remnant, of a previously approved minor or major subdivision; and shall have adequate culinary water, sewer and electrical services, and roads readily available at such time as it is developed for commercial or residential use.

A Complete Minor Subdivision Application Shall Include the Following:

_____ The application form;

_____ All fees;

_____ An original mylar which is 24" x 36" in size, and;

_____ Five (5) 24" X 36" paper prints of the mylar, for distribution to;

- (1) zoning administrator;
- (2) city planner;
- (3) public works director or county health department if not connecting to city water and/or sewer systems;
- (4) County Recorder; and
- (5) City Fire Department.

_____ Fourteen (14) 11" X 17" copies of the plat for distribution to each planning commission and city council member; and;

_____ An additional 11" X 17" copy of the plat in each of the following circumstances if required;

- _____ Proof of ownership demonstrated by a title report and vesting documents of conveyance completed within the previous six months;
- _____ Utility approval forms;
- _____ Evidence of availability of water and secondary water rights if the minor subdivision has had a secondary water right attached to it or has been irrigated with secondary water within the past five years for all lots;
- _____ Evidence of availability of sewer systems or if on septic systems or a private well a letter showing a completed Tooele county Health Department Subdivision Feasibility Study deeming the project feasible;
- _____ Names and addresses on mailing labels with a like number of stamped envelopes of the owners of all properties located within 300 feet of the proposed subdivision
- _____ A plat map from the Tooele County Recorder's Office;
- _____ Approval of the subdivision name from the Tooele County Recorder's office;
- _____ If the applicant is not the owner of record, a notarized statement that the applicant has been authorized by the owner to make application;
- _____ A letter from the Grantsville city fire department acknowledging fire protection can and will be provided to the subdivision (included in intent to serve forms; and
- _____ Any unpaid fees owed to Grantsville City for development of land, code enforcement of building permits.
- _____ All signature blocks on the mylar must be signed by each approving authority before the plat is submitted, with the exception of the county recorder, city attorney, planning commission and Mayor's block. Signature blocks required on the mylar are:
- (1) city engineer; signature blocks #'s 3, 4, 6 & 7 must be signed before
 - (2) city attorney; application is submitted.
 - (3) city public works director;
 - (4) county treasurer indicating at the time of signing that the property taxes for the property taxes due and owing have been paid in full;

- (5) the recordation block of the plat by the Tooele County Treasurers office with a line for the recordation of the Tooele;
- (6) city fire department;
- (7) county surveyor;
- (8) city planning commission chair; and
- (9) Mayor's block with an attest for the City Recorder.

A Minor Subdivision Must Conform to All of the Following:

- All lots shall front on a city street or an approved private road.
- Land may be required to be dedicated along existing city streets to increase the right-of-way to current city standards.
- A minor subdivision shall be filed on a plat drawn and stamped by a licensed surveyor, and shall not be created by deed alone.
- If a proposed minor subdivision is located in an zoning district other than in an Agricultural (A) or Rural Residential (RR) zoning district, the adjoining public or private road approved by the Planning Commission shall be fully improved on the side of the street fronting the development with a minimum paved travel surface width of 24 feet or half the street pavement width per the street classification whichever is greater. All associated improvements such as sidewalk, curb, gutter, or alternate drainage shall also be constructed to city standards for a "Public Road, Standard Street Section" as specified in Grantsville City's Technical Specifications and Standard Drawings, unless waived by the city council.
- A drainage plan may be required by the city maintenance director and the installation of related flood control improvements along with other city or private utilities as may be necessary.
- No building permit shall be issued in the minor subdivision until such time as all of the required improvements and the installation of utilities have been completed or until a financial assurance has been filed with the city that complies with the requirements of Chapter 21, Section 7 of GLUMDC. The City Council may also require that the subdivision improvements be guaranteed for two years after their installation, in a manner consistent with guarantees required for a standard subdivision.

A minor subdivision proceeds through the process in the following manner:

- 1) The zoning administrator determines the completeness of an
- 2) The plat then goes to both the engineer and planner who verify plat accuracy

- 3) Application is then placed on the planning commission agenda for consideration.
- 4) Planning commission makes a recommendation to the council after holding a public hearing
- 5) The plat is then moved on to the city council, they hold their own public hearing and then vote on the plat either at the same meeting when the public hearing is held or at the next council meeting.